GOVERNMENT OF ANDHRA PRADESH
SOCIAL WELFARE (OP-I) DEPARTMENT

O.O.Ms.No.23 **Dated:28-02-2023**

Sub: Establishment – Social Welfare Department - Distribution of subjects among the sections in Social Welfare / Tribal Welfare Department – Orders - Issued.

Ref: 1) G.O.Ms.No.93, GA(Cabinet-II) Department, Dated 15-09-2022.
2)U.O.Note.No.1859422/GAD/SC.F/A3/2022, G.A.(SC.F) Department, Dated 08-11-2022.
3)U.O.Note.No.GAD01-SU0SO/20/2022-SU-I, G.A.(SU.I) Department, Dated 16-12-2022.

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In the reference 1st cited, the Government have created 85 additional posts in the cadre of Additional secretary / Joint Secretary / Deputy Secretary / Assistant Secretary to Government and Section Officer in the Departments of A.P Secretariat.

2. Out of the 85 posts created, one (1) Joint Secretary, one (1) Deputy Secretary, one (1) Assistant Secretary post has been allotted to Social Welfare Department vide reference 2nd cited and two (2) Section Officer posts vide reference 3rd cited.

3. As per the above orders, the subjects already dealing in the Department has been re-distributed in the Department, as follows:-

DISTRIBUTION OF SUBJECT IN SOCIAL WELFARE DEPARTMENT

1. OP.I Section :

ASO I :-

- Establishment matters including sanction of ELs and Surrender Leaves of Officers and staff
- Pay fixations of staff
- Training Programmes
- Maintenance of ACRs / APRs of staff
- Medical Reimbursement of Staff
- Maintenance of Service Registers
- Periodical Increments
- Distribution of Subjects

ASO II :-

- e.-office
- Establishment matters for all Class-IV and GPF advances / part – final withdrawals to the Class – IV employees.
- Sanction of loans & advances including GPF.
- Sanction of all expenditures (stationary/telephone/hire vehicles /POL etc.)
- Maintenance of Bio- metric / FRS attendance.
- Assembly / Council matters.
- Tuition Fees and other miscellaneous matters.
- Inspection Reports of AG Audit of the Department

2. OP. II Section :

ASO I :-

- Preparation of number statements, Revised Estimates and Budget Estimates.
- Preparation of Pay bills and all other bills
- Preparation of all the bills relating to surrender leaves, Education advances, Education loans, LTC advance, Medical reimbursement.
- Reconciliation of Departmental figures with PAO.
- Submission of IT returns / e.filing

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ASO.II :- (E-office and Coordination Cell)

- Review meetings.
- Spandana and other grievances petitions of SW – Periodicals and business returns to GAD – Periodical reports – Miscellaneous subjects, Coordination and Consolidation pertaining to different wings of the Deptt., Drought, floods, cyclones and other natural calamities.
- P.A.C. matters, LAQs / LCQs and Assurances etc.
- RTI matters / submission of RTI quarterly reports
- Audit matters related to HODs
- Online file disposals fortnight report

3. Services Section (SW) :

ASO I :-

- Service matters relating to the categories of Additional Directors, Joint Directors, Deputy Directors (Social Welfare), District Social Welfare Officers (DSWOs) and Assistant Social Welfare Officers;
- Court cases / Lokayuktha
- RTI matters / Miscellaneous matters
- All Assembly matters

ASO II :-

- The Service matters relating to all the Ministerial staff.
- Service matters relating to Non – Gazetted Officers i.e., HWO Gr.I / HWO Gr.II / Welfare and Education Assistant and Last Grade employees; and
- Miscellaneous Matters/ Daily Wages / Contingent workers in Social Welfare Hostels.
- Court cases / Lokayuktha / All Assembly matters
- RTI matters

4. Vigilance Section:

ASO I :-

- Vigilance & Enforcement cases and ACB cases relating to the erstwhile Coastal Districts Viz., Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna & Guntur.

ASO II :-

- Vigilance & Enforcement cases and ACB cases relating to the erstwhile Districts viz., Ananthapur, Chittoor, Cuddapah, Kurnool and Nellore, Prakasam.

5. Caste Verification Section :

ASO I – (CV (SC) & ROR):-

- Policy matters (Inclusion / deletion of castes in SC list, SC categorization etc.,) relating to SC Caste Certificates.
- Appeal Petitions filed against cancellation of SC Certificates.
- Court cases relating to SC Caste Certificates
- SLSC meetings on Community claims (SC, ST & BC)
- RTI Applications regarding SC community claim & other relevant matters
- ROR backlog vacancies etc.
- Court cases relating to ROR
- Miscellaneous matters relating to SC community claims.

ASO II - CV (PCR & POA): -

- Appointment of SC Commission / Vigilance & Monitoring Committees for SCs
- Atrocity matters pertains to SCs
- POA Act, PCR Act, Beggar Act, Devadasi Act and Safai Karmachari ACT
- RTI applications on POA & PCR matters
- Miscellaneous matters relating to POA & PCR.
- Court cases relates to POA & PCR

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6. Special Component Plan (SCP) Section :

ASO I :-

- All service matters relating to the employees of APSCCFC Ltd., and DSCSCS Ltd., like :
- Posting of Executive Directors on Deputation basis in 26 Districts.
- Regularization of services of Daily Wage Workers / NMR / Consolidated employees.
- Transfers and postings of employees of APSCCFC Ltd., and DSCSCS Ltd.,
- Time scale of employees.
- Court cases relating to the service matters.
- Poultry complexes in 26 Districts.
- Service Rules of SC Corporation and staffing pattern.
- Land Purchasing Scheme and assurances and LCQs & LAQs of SC Corpn.
- Leather Industries Development Corporation of AP (LIDCAP)
- A.P. Mala / Madiga / Relli & Others Welfare Cooperative Finance Corporations Ltd.
- RTI matters

ASO II :-

- Scheduled Caste Sub – Plan
- Manual Scavenger
- Bonded Labour
- SCA to SCSP
- Economic Support Scheme
- Lokayuktha cases
- Assurances and LAQs & LCQs of DSW
- RTI matters

7. Budget & LA Section :

ASO I (Budget) :-

- S.W. Department Budget
- Quarterly budget releases of Schemes (NGOs, Finance Commission Grants)
- Sanction / construction of Ambedkar Bhavans, Community Halls and Integrated Hostels.
- Erection of statues
- PMAJAY (PMAGY) matters
- Court cases
- LAQ / LCQs / Assurances
- RTI matters
- Miscellaneous matters

ASO II (LA) :-

- Land Acquisition for House sites to weaker sections under Indiramma Programme.
- LA for pathway to burial grounds and SC Hostels.
- LA for Harijanawadas
- Sanction of decretal charges on LA.
- Parliament / Assembly Questions / Assurances.
- Withdrawal of Land Acquisition Proceedings.
- Court cases relating to LA
- RTI matters
- Miscellaneous matters

8. RS Section :

ASO I :-

- Appointment / Recruitment of Teachers and staff in Residential Schools.
- All service matters and disciplinary cases
- Court cases

ASO II :-

- Construction of School buildings / Jr. College buildings.
- Sanction & upgradation of schools.
- All Legislature matters & Audit objections.
- RTI matters
- Medical reimbursement
- Compassionate appointments

9. **Education Section – I:**

ASO I :-

- Pre Matric and Post Matric scholarships for SCs – RTF & MTF
- Audit objections
- All Legislature matters and RTI
- Court cases and Miscellaneous matters
- AP Study Circles
- Other miscellaneous matters related to Education / Scholarships
- All policy matters relating to Education / Scholarships
- Nodal Department matters
- Consultative committee for SW Department
- General matters relating to scholarships for SCs
- Best Available Schools

10. **Education Section –II :**

ASO I :-

- Maintenance of Hostels.
- Construction of Hostel Buildings and Opening of SCs Hostels.
- Proposals sent to GOI for construction of Hostels
- Audit objections
- All Legislature matters and RTI
- General matters relating to Hostels for SCs
- Court cases and Miscellaneous matters
- Vidonnathi Scheme
- Kalyana Masthu, Shadi Thofa.

DISTRIBUTION OF SUBJECT IN TRIBAL WELFARE DEPARTMENT

1. **Budget Section :-**

ASO I:-

- CSS and Audit objections
- All contempt cases regarding pending bills in High Court
- Preparing counter affidavits in WP
- Writ petitions regarding pending bills in High Court
- Construction of Community Halls

ASO II:-

- TSP Matters relating to release of Tribal Sub-Plan Funds from TW Dept.
- Issue relates to Administrative Sanctions and Revised Administrative sanctions
- ITDA RO Plants
- EOATs

2. **Education Section:-**

ASO I:-

- All Educational Schemes under Centrally Sponsored Schemes.
- Pre Matric and Post Matric Scholarships for Tribal students.
- Construction of Ashram Schools and Hostels for ST Boys and Girls under CSS.
- Establishment of Vocational Training centres in Tribal Areas.
- Service matters of Teachers working in Tribal Welfare Ashram Schools of State.
- Court Cases pending in High Court (pertaining to TW School Teachers and CRTs).

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- Regularization of Contract Residential Teachers.
- All Assembly Matters.

ASO II:-

- All service Matters of Gurukulam Establishment.
- Proposals pertaining to Establishment and release of funds to EMRs, Mini Gurukulams by Government of India.
- Court cases pending in High Court (pertaining to Teachers of Gurukulam Institutions).
- All Assembly matters.

3. GCC Section :-

ASO.I:-

- GCC Matters
- All matters related to ST Commission
- Disciplinary cases of GCC employees other than ACB & Vigilances Cases.
- TRICOR, TCR & TM, NGOS
- Establishment of ITBAs & all service matters of ITDA employees

4. LTR Section. I:-

ASO I:-

- All matters relating to PESA / AP TRIPCO / AP TRIMCO / ROFR
- Revision Petition of eastwhile West Godavari
- Matter related to boarders disputes
- Court cases of West Godavari
- All Assembly matters
- RTI matters
- Miscellaneous matters.

ASO II:-

- All matters relating to revision petitions except erstwhile west Godavari District.
- All District Court Cases except Earstwhile west Godavari.
- Lokayukta cases, NCST cases.

5. LTR Section II:-

ASO I:-

- C.S. Meetings, Cabinet Meetings, RTI & Miscellanies.
- All matters related to Non-Gazetted Hostel Welfare Officer, matrons, Wardens, Class-IV, Daily Wage Employees of CTW.
- Tribal Advisory Counsel
- Reports regarding 5th Schedule Areas (NCST, Governors Reports)
- All matters related to PVTGs

6. Cast Verification -Tribal Welfare (CV-TW):-

ASO I:-

- Appeal Petitions filed against cancellation of ST Certificates
- Court cases relating to ST caste Certificates
- Inclusion, deletion caste
- RTI Applications regarding ST Community claim & other relevant matters.
- Appointment of ST Commission / Vigilance & Monitoring Committees for ST
- Miscellaneous matters relating to ST community claims.

7. Services Section:-

ASO I:-

- All Service Matters of Engineering wing & Commissioner of Tribal Welfare and PO's of ITDAs.

(P.T.O)

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ASO II:-

- All Vigilance, ACB Matters of Tribal Welfare Department

MUDDADA RAVI CHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)

To
All Officers / Sectioned concerned.
The General Admn (Cabinet.I) Department.
The PS to Principal Secretary to Government, SW
The PS to Secretary to Government, TW.
The Social Welfare (OP.II claims) Department.
SC.

// FORWARDED :: BY ORDER //

M. Srinivasa Rao
SECTION OFFICER

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